



United States Department of Agriculture
Rural Development
Oregon State Office

June 10, 2005

SUBJECT: Oregon Telecommuting Policy

TO: All Rural Development Employees
Oregon

PURPOSE/INTENDED OUTCOME:

The purpose of this Administrative Notice (AN) is to issue Oregon State policy on Telecommuting that was agreed to by management and the National Federation of Federal Employees (NFFE), Local 7.

COMPARISON WITH PREVIOUS AN:

No previous AN has been issued on this subject.

IMPLEMENTATION RESPONSIBILITIES:

The policy is addressed in two documents. First the parties developed a new Article 28, Telecommuting – Flexiplace/Telework to the Collective Bargaining Agreement (CBA) between USDA, Rural Development Oregon and NFFE, Local 7. Article 28 is attached and identified as Oregon AN No. 1277 (2045-A) Exhibit A. Article 28 should be added to your copy of the CBA dated June 12, 1997. If you do not have a copy, contact Human Resources. The second document is Oregon AN No. 1277 (2045-A) Exhibit B. It contains the language the parties agreed to for implementation of a telecommuting program in Oregon. This policy will be applied to bargaining and non bargaining unit employees. You must be guided by the information within this document as it differs in many ways from what you will find in National RD Instruction 2045-A. One exception is Exhibit A of RD Instruction 2045-A that has helpful frequently asked questions about the program. The instructions with the exhibit can be accessed on the National RD website at <http://www.rurdev.usda.gov/regs/>. The forms that must be used for participation in this program are also available at this site.

EXPIRATION DATE:
May 31, 2006

FILING INSTRUCTIONS:
Preceding RD Instructions 2045-A

1201 NW Lloyd Blvd, Suite 801, Portland, Oregon 97232-1274
PH – (503)414-3300, FAX (503)414-3385, TTY (503)414-3387
<http://www.rurdev.usda.gov/or/>

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“USDA is an equal opportunity provider, employer and lender.”

To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD).

If you have any questions regarding the procedures, contact Barbara Ingersoll, Human Resource Manager at (503) 414-3318 or email barbara.ingersoll@or.usda.gov.


D. WAYNE DUNLAP
Acting State Director

Attachments

